



Procurement and Contracting Services
30 Victoria Street
Gatineau, Quebec K1A 0M6

REQUEST FOR PROPOSAL AMENDMENT

The Request for Proposal is hereby amended; unless otherwise indicated, all other terms and conditions of the Request for Proposal remain the same.

RFP Amendment No.	RFP Amendment Date:
2	March 15, 2022

Office of the Chief Electoral Officer File No.
ECSF-RFP-22-0831

Title:
Warehousing and Distribution Services

Request for Proposal Closing Date:
March 18, 2022

ENQUIRIES – address enquiries to the Contracting Authority:
Office of the Chief Electoral Officer of Canada Procurement and Contracting Services 30 Victoria Street Gatineau, Quebec K1A 0M6 proposition-proposal@elections.ca

Attention:	Tel No.
Sufia Fuentes	873-415-0446

Part 1. Interpretation

- 1.1** Elections Canada hereby amends in accordance with this amendment the Request for Proposal for Warehousing and Distribution Services bearing number ECSF-RFP-22-0831 and dated February 18, 2022 (the “RFP”). This amendment hereby forms part of the RFP.
- 1.2** Unless defined herein or unless the context otherwise requires, all of the words and phrases defined in the RFP and used in this amendment shall have the same meanings assigned to them in the RFP.

Part 2. Questions and Answers

The following question(s) have been asked in response to the Request for Proposal and Elections Canada hereby answers as follows:

2.1 Question No. 1

Question: We are asking for an extension to the RFP closing date of March 14, 2022 of 2 weeks or longer if possible.

Answer: Elections Canada is granting a one-week extension. The solicitation closing date will be fixed as March 18th, 2022. No further extensions can be granted at this time due to operational requirements.

2.2 Question No. 2

Question: M7 Valid Fire Certificate

With the inspection from the local fire department being by appointment only, would EC be willing to change M7 to an “upon award condition” in order to allow time for a new inspection?

Answer: Valid Fire Certificate(s) must be provided prior to Contract award. Elections Canada will accept proof of a successful, valid inspection provided at the pre-contract site visit, as required in M8, while waiting for the certificate(s) to be delivered by the proper authorities. This official document must confirm that an inspection was completed and passed.

As such, the Request for Proposal is amended in accordance with Section 3.1 of this amendment.

2.3 Question No. 3

Question: Table A – Pricing Table Template

Please confirm whether the extended price (Duration of 6 years) in row F1 represents the per cubic foot / month * 130,000 cubic feet * 72 months.

Answer: Yes. In reference to F1, Table A – Pricing Table Template in Part 9 – Financial proposal pricing table, the extended price represents the cumulative price of storage for 130,000 cube feet over the full term of the contract. For the purpose of the evaluation, Elections Canada will use 130,000 cubic feet as the base measurement X the cost per cubic foot/month for each year, adding the sum for each of the 6 years of the Contract to determine the extended price.

Table A – Pricing Table Template of the Request for Proposal is amended to insert the estimated hours for F3 to F10 under the Estimated Usage column, in accordance with Section 3.2 of this amendment.

2.4 Question No. 4

Question: The requirement as stated in the RFP is to have available 130,000 cubic feet for storage of routine material and then additional capacity of 130,000 cubic feet (peak period) and then an additional 192,000 (peak period).

Based on the scoring methodology in R1 Storage Capacity 10 points is awarded for each of these 3 storage criteria are met and then an additional 10 points (R1.1) if all 3 are met. Is this correct?

Can a bid be submitted if we are only able to satisfy the availability of 130,000 cubic feet and not the requirement for either or both of the peak period(s) storage?

Answer: All mandatory criteria must be met for a bid to be considered, the capacity is not a rated criteria in the evaluation. M3 stipulates the regular occupancy (130,000 cubic feet) and M4 stipulates peak occupancy of an additional 130,000 cubic feet, as well as the emergency contingency (i.e. for pandemic situations) of 192,000 cubic feet. Any bid which does not adequately demonstrate the full, combined capacity will not meet the mandatory requirements and will not be considered.

2.5 Question No. 5

Question: When setting pricing for storage, we would charge for the total of the space being requested if it is being used or not as we cannot commit to having large areas of storage space being idle. Would this be understood by Elections Canada?

Answer: Storage is to be billed per cubic foot used, not at the full capacity limit.

2.6 Question No. 6

Question: In Part III – Scope of Work - Warehousing Facility 6.30 it indicates: The Contractor must arrange and complete transportation of all EC material to their facility within thirty (30) days of the contract award date. EC will bear the costs of storage, staging and transfer of material.

What is the timeline for award of contract?

If the facility space is not available to satisfy the requirements of any of the 3 storage capacities until June 1 or July 1 will a submission be accepted?

Answer: No, a submission for a later occupancy date will not be considered. As stated, the transportation must be completed within 30 days of contract award. The specific award date will be dependent on the conclusion of the evaluation process.

Part 3. Amendments

3.1 Amendment to Table A – Mandatory Technical Evaluation Criteria, M7, of Part 8 – Technical Evaluation Criteria

Criteria M7 of the Request for Proposal is hereby amended to read in its entirety as follows:

The Bidder must provide a copy of valid fire certificate(s) from their local fire department prior to Contract award. The Bidder must either present their certificate or an official document, demonstrating that a valid inspection was completed and passed, at the latest during the pre-contract award site visit, as required in M8.

3.2 Deletion of Table A – Pricing Table Template of Part 9 – Financial Proposal Pricing Table

Table A – Pricing Table Template of the Request for Proposal is hereby deleted and replaced with the attached Table A – Pricing Table Template (Revised March 11, 2022).

Warehousing and Distribution Services
Table A – Pricing Table Template (Revised March 11, 2022)

A bid must comply with the technical evaluation criteria to be further evaluated against the total price. For evaluation purposes, the estimated quantities represent an estimated average yearly cost. The level of services estimated is only an approximation of requirements given in good faith and do not represent a commitment on the part of Elections Canada and that the Contractor will be required to adhere to the Statement of Work.

No.	Service Item needed (Oservice item not needed shall be priced at \$0.00)	Estimated Usage (for evaluation purposes only)	Rates Initial year of the contract (Contract award to March 31, 2023)	Rates Second year of contract (April 1, 2023 to March 31, 2024)	Rates Third year of contract (April 1, 2024 to March 31, 2025)	Rates Fourth year of contract (April 1, 2025 to March 31, 2026)	Rates Fifth year of contract (April 1, 2026 to March 31, 2027)	Rates Sixth year of contract (April 1, 2027 to March 31, 2028)	Extended Price (Duration of 6 years)
F1	STORAGE (All inclusive, including provision of reports)	43, 200 cubic feet per Event x 3 Events, for an estimated total of 130,000 cubic feet	\$_____ / cubic foot/month	\$_____ / cubic foot/month	\$_____ / cubic foot/month	\$_____ / cubic foot/month	\$_____ / cubic foot/month	\$_____ / cubic foot/month	\$ _____
F2	EVENT STORAGE (All inclusive, including provision of reports) *Estimated (timeline may vary)	Additional peak period storage space for an estimated 130,000 cubic feet, for up to 18 months	\$_____ / cubic foot/month for 18 months		\$_____ / cubic foot/month for 18 months				\$ _____
F3	WAREHOUSING HANDLING (Receiving, inspecting (ensure proper shipping norms), recording, (including unpacking and uncrating), picking orders)	1 000 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____ / firm all-inclusive hourly rate	\$ _____ / firm all-inclusive hourly rate	\$ _____ / firm all-inclusive hourly rate	\$ _____ / firm all-inclusive hourly rate	\$ _____ / firm all-inclusive hourly rate	\$ _____

F4	WAREHOUSING HANDLING OVERTIME on weekdays	100 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
F5	WAREHOUSING HANDLING OVERTIME on weekends	25 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
F6	WAREHOUSING HANDLING OVERTIME on statutory holidays	10 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
F7	TRANSPORTATION Local delivery (one person and one vehicle)	100 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
F8	TRANSPORTATION Local delivery (one person and one vehicle) on weekends	25 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
F9	TRANSPORTATION Local delivery (one person and one vehicle) on statutory holidays	10 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
F10	TAKING PHYSICAL INVENTORY AS REQUESTED BY THE IDENTIFIED USER	250 hours	\$ _____ / firm all-inclusive hourly rate	\$ _____						
Total Evaluated Price (sum of F1 to F10)										\$ _____